

**City of Minneapolis**  
**Request for Committee Action**

**To:** Ways & Means  
**Date:** 10/20/2014  
**From:** Finance & Property Services  
**Prepared by:** Curt Fernandez, Loss Control Coordinator  
**Presented by:** Ellen Velasco – Thompson, Director, Risk Management and Claims  
**File type:** Action  
**Subcategory:** RFP



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**Subject:**

Authorize the appropriate city staff to negotiate and enter into contracts with Equifax Workforce Solutions for a term of three (3) years with an option to renew for two (2) more years to process the Re-employment Claims, and Income Verification Services, starting October 1, 2015.

**Description:**

Equifax Workforce Solutions will be accountable for processing the City's Re-employment Claims, and Income Verification Services. The Vendor's computer system will be able to accept a download with the City's computer system (PeopleSoft Core HCM) after every pay period with the City's most current separation and payroll data. This information allows the vendor to respond immediately to our Re-employment Claims from the State. The Vendor will be accountable for a security plan to ensure data privacy and prevent unauthorized access of our data.

**Previous Actions:**

W&M Action of August 17, 2015 extending the 2010 contract until September 30, 2015 with the same scope of services and fees until the RFP selection could be completed.

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**Ward/Neighborhood/Address:**

Not Applicable

**Background/Analysis:**

The City staff released an RFP to seek respondents for a new consultant to go into effect into on October 1, 2015. Three responses were received and evaluated by a cross functional (HR, Finance, and IT staff) evaluation team.

The City staff requests the authority to negotiate & enter into an agreement contract with Equifax Workforce Solutions.

**Financial Review:**

**Additional appropriation required.**

Over the next 5 yr. period, the contract will require a total of \$54,000 which includes the increase of \$8,200 over the expiring contract for re-employment claims administration. For Employment & Income verification which is managed by Human Resources, there will be no increase. It will stay at its present total cost of \$8,300 for the 5 yr. period.

☒ **Future budget impact anticipated.**

A budget increase of \$8,200 for the life of the contract.

☒ **Approved by the Permanent Review Committee.**

☒ **Meets Small and Underutilized Business Program goals.**

0% Minority Business Enterprise, (MBE) 0% Women Business Enterprise (WBE).

Notes/Comments: Goals are 0% due to a lack of subcontracting opportunities. Additionally, there are no MBE's/WBE's in the MnUCP directory that might be able to do this kind of work.

**Attachments:**

1. Copy of the Affirmative Action Plan approved by MDCR on 9-25-15.

# **REQUEST FOR AFFIRMATIVE ACTION PLAN APPROVAL** **MINNEAPOLIS DEPARTMENT OF CIVIL RIGHTS (MDCR)**

**Instructions:** Minneapolis Code of Ordinances 139.5(d) requires that any bidder, prospective contractor, or recipient of assistance have an approved affirmative action plan on file with MDCR prior to a contract award, amendment, or execution exceeding \$50,000. A list of companies with approved AAPs on file can be found [here](#). If a company does not have a plan on file, please submit this form<sup>1</sup> to [contractcompliance@minneapolismn.gov](mailto:contractcompliance@minneapolismn.gov) and allow 30 days for MDCR to request, review, approve the affirmative action plan, and return the Notice to Proceed.

September 1, 2015                                      Unemployment Claims, and Income Verification Services      \$41856.00 per year for 3 years

Date Submitted	Project/Contract Name	Contract Amount
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**Brief Description:**

Unemployment Compensation processing by working with City departments;  
 1-9 verification services; income verification services

It is the intent of the City to award this contract for a term of three (3) years with the option to extend the contract, on an annual basis, at the sole option of the City, for two (2) additional years.

Department	Department Contact	Email & Ext.
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Finance, Risk Management and Claims Division	Curt Fernandez 612-673-2175	Curt.Fernandez@minneapolismn.gov
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Company Name	Company Contact	Email
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Equifax Workforce Solutions	Steve Dainard. Account Manager	steven.dainard@equifax.com
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Phone Number

Office # 314-214-7776 Cell # 916-529-9249

Street	City	State	Zip Code
11432 Lackland Road	St Louis	MO	63146

## **NOTICE TO PROCEED**

To be filled out by MDCR and returned to the department prior to contract execution.

This request has been      APPROVED      ☒      or      DENIED      ☐

MDCR Staff: Camille Maddox      Ext.: 2502

Signature of the Director: [Signature]      Date: 9/23/15

Notes/Comments:

<sup>1</sup> This form is for contracts requiring an affirmative action plan only. Contracts triggering Small and Underutilized Business Program (SUBP), prevailing wage, construction workforce goals (6/32), or other requirements monitored by MDCR should submit Civil Rights Request for Review - OP (docx) or Civil Rights Request for Review - CPED (docx). The most updated version of this form can be found on citytalk within the forms page - Civil Rights Request for Affirmative Action Approval.